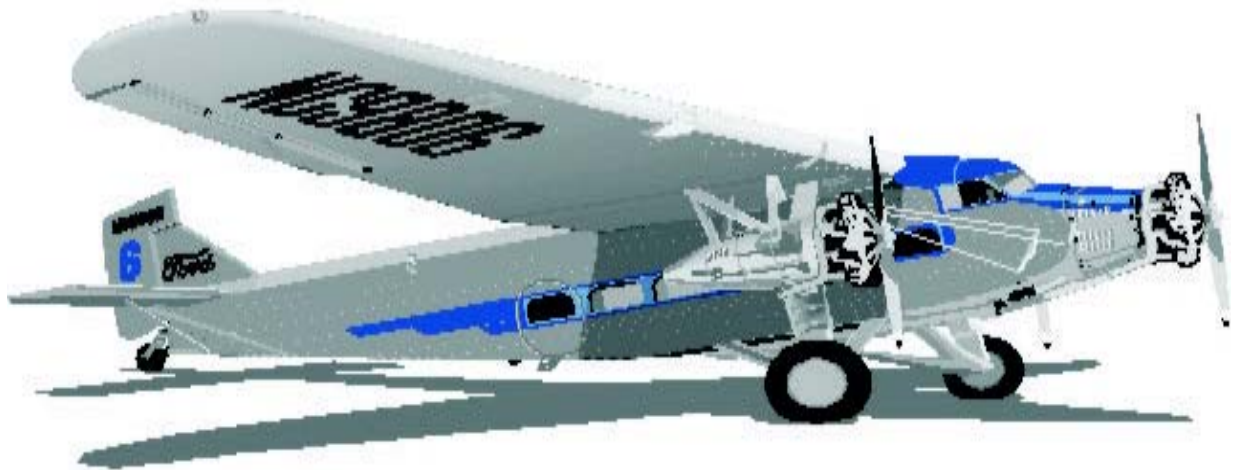


Bureau Of Land Management Nevada State Office



Aviation Management Plan 2006

Mission Statement:

The Nevada BLM Aviation Program provides safe and efficient aviation services to meet land management objectives. Utilization of technology, sound aviation management practices and highly trained/motivated personnel will reduce risk, loss, waste and expenditures.

Organization:

The Nevada BLM organization consists of the State Aviation Manager (SAM), Field Office Aviation Managers and Aviation Technical Specialists who are responsible for ensuring aviation operations in their jurisdiction comply with DOI and Bureau policy and regulations. The SAM serves as the focal point for BLM aviation management matters in Nevada.

Services:

The Office of Aircraft Services (OAS) is responsible for all DOI aviation policy development and performs aircraft contracting, technical inspections, procurement and payment administration. Through OAS we obtain formal aviation contracts or utilize call when needed (CWN) aircraft. Aviation related service/end-product contracts (i.e., aerial seeding) are normally processed through the Business Center in Denver.

Users:

The Fire Management Program is the largest user of aircraft services for Nevada BLM. The Fire Management Program normally has four light Helicopter contracts, five to seven Single Engine Air Tanker contracts, two large Air Tanker contracts, one Lead Plane contract and four Air Attack airplane contracts during the fire season. Other aircraft for reconnaissance or other work is acquired through call when needed orders and aircraft rental agreements. The second largest program is in the Wild Horse and Burro Program. Other resource activities make up a small percentage of our use.

In FY-05 Nevada BLM flew a total of 4000 hours. 3400 hours were for fire suppression, 300 hours for the Wild Horse and Burro program, and 300 hours of other resource activity support.

**** NOTE: In 2003 the Office of Aircraft Services (OAS) was reorganized under the National Business Center (NBC) which also resulted in an agency name change. The new name of Aviation Management Directorate (AMD) will be frequently referenced in this 2005 Nevada plan. Some items such as form numbers, website address, etc will still retain the OAS title.***

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NEVADA BLM AVIATION MANAGEMENT PLAN

.01 Purpose. This plan sets forth policy, procedures and guidance to implement the Aviation Management Program for Nevada BLM. The purpose is to clarify and standardize aviation management procedures and operations for all employees in the Nevada State Office, all Nevada Field Offices and all cooperating agencies.

.02 Mission Statement. The BLM Nevada Aviation Program provides safe and efficient aviation services to meet land management objectives. Utilization of technology, sound aviation management practices and highly trained/motivated personnel will reduce risk, loss, waste and expenditures.

.03 Authority. This plan is a supplement to the BLM 9400 Manual and the BLM National Aviation Plan. As such, it conforms to all Bureau and Departmental aviation policy.

.04 Responsibility

A. Aviation Management Directorate (AMD). Responsible for all DOI aviation policy and performs aircraft contracting, technical inspections, procurement and payment administration. Provides Contracting Officers, Technical Specialists, Training Specialists and financial reports and services to DOI agencies.

B. BLM National Aviation Office (NAO). Responsible for aviation policy and leadership of the BLM Aviation Program.

C. State Director. Responsible for all BLM aviation activities in Nevada. This responsibility is assigned through the State Fire Management Officer to the State Aviation Manager.

D. State Aviation Manager (SAM). Serves as the focal point for BLM aviation management matters in Nevada. The SAM is responsible for providing technical and management expertise to the State Director regarding the use of aviation resources. Provides expertise and oversight to all Field Office aviation operations, personnel and facilities. Develops and implements statewide Aviation Management Plan and aircraft safety and accident prevention measures. Serves as Contracting Officers Representative (COR) on all BLM aircraft contracts in the state. Provides aviation training and support to Nevada State Office (NSO), Field Offices and other agencies. Compiles annual statewide Aviation Statistical Summary. Provides reports and support to National Aviation Office projects and initiatives.

E. Airspace Coordination Specialist. Serves as the focal point in airspace coordination issues. Provides airspace training, briefings and familiarization for dispatchers, aircrews and ATC personnel in DOD, FAA and land management agencies. Responsible for coordination and resolution of airspace conflicts involving fire and other incident and project aviation operations, and provides input and management of airspace data. (Currently the responsibility of the SAM, delegated to individual Field Office or Zone Aviation Managers as appropriate.)

F. Field Office Manager. Each Field Office Manager has overall responsibility for the Field Office Aviation Program. This responsibility is assigned to the Field Office or Zone Aviation Manager through the Fire Management Officer.

G. Field Office / Zone Aviation Manager. Each field office will have an assigned Field Office or Zone Aviation Manager for one or more assigned Field Offices. The Field Office Aviation Manager serves as the focal point for the Field Office or Zone Aviation Program by providing technical and management direction of aviation resources to support Field Office Programs. Responsible for ensuring aviation operations in their jurisdiction comply with DOI and Bureau policy and regulations. Manages the aviation management program to meet all Field Office program objectives. Develops assigned personnel to meet local aviation position requirements through training and experience. The manager is responsible for developing, updating, and implementing a Field Office Aviation Plan. Completes Special Use Aviation Plans for special use flights and projects. Compiles annual Aviation Statistical Summary for assigned Field Offices. May serve as Project Inspector on aviation contracts. Authorizes, signs, and submits OAS-23 documents for payment.

H. Aircraft Dispatchers. Logistics Coordinators and Aircraft Dispatchers normally fulfill aircraft dispatching duties, and are responsible for procuring rental (ARA) aircraft for local administrative, fire and resource flights; ensuring that DOI/BLM/OMB requirements are met. Dispatch aircraft, provide flight following, initiate emergency/SAR procedures when necessary. Maintain documentation files on each flight, local aviation vendors, training and qualifications records, pilot flight/duty records, radio logs, etc; processes flight invoices. Develop and update Aviation Incident/Accident Response Plan and Local Area Aerial Hazard Map annually.

I. Pilot. The pilot is in command of the aircraft at all times and is responsible for the safety of her/himself and all passengers. Provides safety briefings to passengers and files flight plans with FAA or agency. Completes load calculations or weight and balance computations prior to flight. Must abide by FAA/DOI requirements specified in the contract or ARA. Completes flight invoices for services rendered. The pilot may terminate a flight at any time for safety reasons.

J. Aircraft Managers. Includes Helicopter (Fire & Project), Single Engine Air Tanker (SEAT) Managers and Air Tactical Group Supervisors. Managers are responsible for planning, coordinating and supervising aircraft operations according to DOI/BLM policy. Serve as Project Inspector to administer exclusive-use aviation contracts and CWN or ARA contracts in the field. Managers also direct pilot and crews, conduct risk and hazard analysis, complete flight invoices, daily diaries and other documentation and brief aircrews, project leaders, passengers and the public.

K. Fixed Wing / Helicopter Flight Manager. Government employee designated for a given flight or project to provide aviation management. Must have received the appropriate flight manager training referenced in OPM 03-04, BLM National Aviation Plan Sec. 3.9.8, and Chapter 6 of the 2005 BLM Aviation Standard Operations Procedures within last three years. Inspects pilot certification card and aircraft data card for currency and qualifications. Briefs pilot and passengers on mission. Ensures the pilot gives safety briefing and flight is conducted within DOI/BLM policy. Initials flight invoices and routes according to local office procedures.

L. Volunteers when traveling on official business, are official passengers within the terms of 350 DM 1.7A, and must have applicable training. Volunteers are not permitted to operate or serve as aircrew member on any DOI aircraft, be aboard a BLM aircraft during any Special Use mission, be reimbursed for the operation of personal aircraft while on official business, nor transport any BLM employee in personal aircraft as referenced in BLM 1114 and BLM 9400.66.

.05 References

- A. Title 14 CFR
- B. Departmental Manual, Parts 112, 350-354
- C. OAS Operational Procedures Memoranda (OPM's)
- D. BLM Manual Sections 1112, 1114, 1221, 1243, 1244, 1525, 9111, 9210, 9400-9470
- E. 2005 BLM National Aviation Plan and Aviation Standard Operations Procedures
- F. Office of Management and Budget (OMB) Circulars A-76, A-123, A-126
- G. GSA Federal Property Management Regulation (FPMR) 101-37
- H. Interagency Aviation Operational Guides (See list in National Aviation Plan, Sec. 6.2)

.06 General Policy: BLM Nevada

- A. The highest priority in any aviation activity will be personal safety. Our philosophy is risk reduction, pro-active mitigating controls and accident prevention.
- B. Nevada personnel performing aviation functions shall meet all qualification requirements of the Departmental Manual and recognized BLM standards. Aviation personnel will be service oriented, exhibiting professionalism and integrity.
- C. Individual development, employee wellness and Workforce Diversity will be emphasized at all levels of the Nevada BLM Aviation Program.

D. The aviation organization will be developed and maintained to the most efficient level, commensurate with Nevada BLM aviation use.

E. Management has the responsibility and opportunity to enhance the aviation program through efficient aircraft utilization. Nevada Field Offices are empowered to accomplish their mission without undue restriction, regulation or oversight.

F. Aviation Plans at the State and Field Office level will not implement policy or procedures more restrictive than national policy, unless approved by the BLM National Aviation Office.

10 AIRCRAFT REQUESTS AND PROCUREMENT

.11 General. Flights on scheduled commercial airlines are initiated through a government contracted Travel Management Center. ***All non-airline/scheduled commercial aircraft acquisition and procurement will be accomplished by designated and qualified Aviation Managers, Logistics Coordinators and Aircraft Dispatchers in respective Nevada BLM field offices.***

.12 Aircraft Contracts. Aircraft services identified in the AWP to be accomplished within a specified time frame and in excess of \$25,000 require a formal aviation contract. Requests for contract services and submission of OAS-13 and OAS-13A (Airplane) or OAS-13H (Helicopter) are made to the State Aviation Manager (SAM). OAS will solicit and award the contract and assign a Contracting Officer (CO) and Technical Representative (COTR). The SAM will serve as the Contracting Officer's Representative (COR) and delegate field administration of the contract to one or more Project Inspectors (PI).

.13 Aircraft Rentals/Charters. Procurement of aircraft for administrative flights, aviation projects, etc. (under \$25,000) is accomplished through the AMD Aircraft Rental Agreement (ARA). Requests for ARA aircraft are made **only** after airline service, contract aircraft and ground transportation have been determined to be unavailable or unfeasible. Requests are made to the local Aviation Manager/Dispatch.

.14 Cooperator Aircraft. Use of State/Local government, Military or other federal agency aircraft by BLM employees may require prior inspection and approval by AMD. Proposed flights on these aircraft must be requested as described below. **Consultation with the local Field Office Aviation Manager is mandatory.**

.15 Flight Requests. Any request for other than scheduled commercial/airline flight requires the initiation and submission of the Aircraft Flight Request/Schedule, 9400-1a (Exhibit 1). The requestor supplies information concerning purpose of flight, type of aircraft needed, passenger names, dates and times of flight, management code, map of flight route, etc. Except for law enforcement or emergency flights, ***each request requires approval/signature by at least one level above the requestor, and shall be submitted at least three days prior to flight (or sooner per individual Field Office or Zone Aviation Management Plans) to the local BLM Aviation Manager and Dispatch center.*** (Emergency flights are requested on Aircraft Resource Orders and tracked via procedures established in national and geographic area Mobilization Guides.) The aviation staff will select appropriate make and model for the mission from the AMD Source List or other agency-approved aircraft and complete the 9400-1a.

A. Administrative Flights. All non-emergency flights require a cost analysis be performed to ensure the most cost-effective aircraft, vendor, and itinerary are utilized. In addition, if employees above GS-15, members of their families, or non-federal travelers are passengers on the flight, prior approval by the Solicitors Office is required. This requirement is outlined in OMB Circular A-126 and is satisfied by completion of the Travel Cost Analysis, OAS-110 (Exhibits 3 & 4). This does not apply to "required use" travel or "mission" flights (OPM 03-07).

B. Special Use Flights. A Special Use Aviation Project Plan (Exhibit 2), with Field Office Manager or State Director approval, is required for any non-emergency Special Use flight that is recurring or complex in nature, or requires the use of personal protective equipment. (351DM1.7, OPM 03-29)

.20 AVIATION OPERATIONS. All aviation operations will be conducted in accordance with DOI-OAS 351 DM, OAS Handbooks, BLM 9400, the 2005 BLM National Aviation Plan and Aviation Standard Operations Procedures, and applicable agency approved Operational Guides.

.21 General Use Flight. Point-to-point, charter and high level (above 500' AGL) reconnaissance are examples of General Use flights. (Ref. BLM 9400.41, National Aviation Plan 5.1) Requirements:

- A. Approved Aircraft Request
- B. OAS approved pilot and aircraft, specific to mission
- C. Passengers will be manifested and briefed on safety procedures
- D. IFR, VFR and/or Agency flight plan & flight following

.22 Mission Flight. All flights where the purpose is to accomplish a task other than simple point to point travel. High-level reconnaissance is a mission flight because the profile is not point-to-point, and aerial observation will be performed. All Special Use flights are mission flights.

.23 Special Use Flight. Low-level flight (below 500' AGL), helicopter external loads, precision and resource reconnaissance, and fire suppression missions are examples of Special Use flight (see DM 351, 1.7 for definitions and OPM 03-29). ***All Helicopter Flights are considered Special USE.*** Special Use flights are inherently higher risk and require the following procedures **in addition to those listed above:**

A. Personal Protective Equipment (PPE) is required by the pilot and all passengers including nomex or equivalent fire resistant clothing, leather boots, nomex/leather gloves, and an aviator=s protective helmet (see DM 351 1.7E, OPM 03-29 Revised Standards for Technical Oversight, and Aviation Life Support Equipment [ALSE] Handbook).

B. Personnel/passengers operationally involved in Special Use missions must be adequately trained and qualified. (Ref. BLM National Aviation Plan, Chapter 5 and OAS OPM 03-04)

C. Agency flight following with 15 minute radio check-in intervals giving current location by coordinates or landmark, heading, intentions. (Ref. OAS OPM 03-02, BLM 9400.44B)

D. A Special Use Aviation Safety Plan (Exhibit 2), approved by the Field Office Manager or State Director, will be developed to identify hazards and mitigate risk. The reverse side of 9400-1a may be used for one-time, non-complex flights that do not require PPE, such as a fixed-wing resource reconnaissance flight. (Ref. Section .15.B above, BLM 9400.42, BLM National Aviation Plan-Sec. 11.10, and IHOG-Chapter 3) Each plan will implement:

1. Aerial hazard analysis and mitigation measures, including coordination with military and other agencies to de-conflict airspace.
2. An aerial hazard map of the flight route or project area will be reviewed by the pilot and Chief of Party prior to flight and posted in the Dispatch Office.
3. All Special Use passengers will be listed on the plan and pre-approved. Non-essential/unofficial passengers are not allowed.

.24 End-Product Contracting

End-Product contracts are typically administered out of the National Business Center in Denver, BLM State Offices and/or BLM Field Offices and are commonly referred to as AEnd-Product Contracts@, AJob Contracts@, ASeeding/Spraying Contracts@ or AWild Horse & Burro Gather Contracts@. The intent of this type of procurement is for the contractor to supply all manpower and equipment for Aerial Seeding/Spraying or Capturing Wild Horse & Burros. The contractor is paid a flat rate Aper acre or per horse@ for their work; this is similar to a fencing contract where the contractor is paid a flat rate Aper foot@ or Aper mile@. These contracts are very different from aircraft contracts administered by OAS. The intent is not to contract aviation assets but rather to pay for a resulting end-product or service. These non-aviation contracts were developed largely to

save the BLM money. Contractors provide ground support personnel, equipment and vehicles and BLM does not have to incur those organizational costs. Nor does BLM need to incur the additional cost of providing aviation management and personnel (Helicopter Managers, Dispatchers, etc.) during aerial seeding/spraying or Capture Operations. Only a single BLM Project Inspector is needed to administer the BLM contract and they have no aviation management responsibility. Also, costly obstacles to performance (like adverse weather or difficulty in handling or dispensing seed) are now a contractor burden instead of a BLM burden. **(See Departmental Manual 353 DM 1.2 - Chapter 1, Aircraft Contracting, AMD Operational Procedures Memorandum # 03-35: Identification of End Product/Service & Flight Service Procurement, and IM OF&A 2002-001).**

.25 Flight Operations

A. Air Tanker Operations: Air Tanker dispatch, ordering, and operations, are conducted according to the Great Basin and National Mobilization Guides. The Air Tanker Base Manager supervises ground operations in accordance with the Air Tanker Base Supplement Handbook and the Interagency Air Tanker Base Operations Guide.

B. Aerial Supervision Module (ASM) & Lead Plane Operations: ASM & Lead Plane dispatch and ordering are accomplished in accordance with the Great Basin and National Mobilization Guides. ASM & Lead Plane operations are performed according to the Interagency Lead Plane Operations Guide (ILOG), Aerial Supervision Module Operations Guide and the policies and procedures prescribed in the BLM Standards for Fire Operations Handbook.

C. Air Tactical Operations: Air Tactical operations are performed in compliance with the Interagency Air Tactical Group Supervisor's Guide and the policies and procedures prescribed in the BLM Standards for Fire Operations Handbook.

D. Helicopter Operations: Helicopter operations are conducted according to the Interagency Helicopter Operations Guide (IHOG) and local helicopter base IHOG Supplement.

E. Single Engine Air Tanker Operations: Single Engine Air Tanker (SEATS) operations are managed in accordance with the Interagency Single Engine Air Tanker Operations Guide (ISOG).

F. Aerial Ignition Operations: Aerial ignition operations and projects are conducted in compliance with the Interagency Aerial Ignition Guide.

G. Transportation of Hazardous Materials: Any transportation of hazardous material must meet the requirements of the Aviation Transport of Hazardous Materials Handbook (351 DM 1) and current year DOT exemption #9198. These documents must be aboard any aircraft transporting hazardous materials, and all personnel handling such materials (called Ahazmat employees@) must have completed the required training. (Ref. BLM National Aviation Plan 8.8, BLM 9400.45)

H. Aircraft Transponder Code (Fire Fighting): As directed by OAS Information Bulletin # 97-5, transponder code 1255 must be utilized by aircraft responding to and operating over fire suppression operations. It is not to be used for repositioning or during cross-country flights. (Ref. BLM National Aviation Plan 8.9)

.26 Flight Following. Flight following is the responsibility of the scheduling office until the flight is terminated or transferred through positive and documented hand-off to an en-route or receiving office. ***Only qualified Agency Employees may perform flight following.*** Flight following procedures, check-ins and actions will be documented on 9400-1a, Resource Orders, Radio Logs, or other records. The Pilot-In-Command (PIC) is responsible for executing all flight plans. Deviations from flight plans are allowed only for weather or safety related reasons; the FAA or agency will be informed at the time of deviation. All BLM flights in Nevada will be flight followed utilizing one or more of the methods listed below. (Ref. BLM 9400.44B)

A. An Instrument Flight Rules (IFR) flight plan filed with FAA, executed with radar and radio transmissions with an FAA facility. (point to point; admin. flights)

B. A Visual Flight Rules (VFR) flight plan filed with FAA, executed with radio and/or telephone check-ins to an FAA facility. (point to point; admin. flights)

C. A written Agency flight plan utilizing radio check-ins with an agency or interagency Dispatch Center at 15-minute intervals. Each check-in will state current position, heading and intentions. When flying into known radio "dead spots", Dispatch will be informed of location and given an estimated time the aircraft will be out of contact. The aircraft will resume radio contact with Dispatch as soon as possible. Any flight without clear, positive radio contact will be terminated at the earliest opportunity. (Special Use or Mission Flights)

D. Satellite/electronic tracking systems that meet agency approval. See Attachment #11 for BLM Policy – Automated Flight Following (AFF).

.27. Exemptions/Waivers.

A. Low-Level Flight. The DOI has been granted partial exemption by FAA from certain portions of FAR Part 91. (Ref. AMD Low-Level Flight Operations Guide)

B. Transport of Hazardous Materials. DOI has been granted exemption by DOT for the transport of certain hazardous materials aboard aircraft. (*Refer to OAS Aviation Transport of Hazardous Materials Handbook & Current Year DOT Exemption #9198*)

.28 Law Enforcement Operations. BLM Law Enforcement personnel often operate/cooperate with other agencies in performing missions. This sometimes involves the use of State, local, military and other federal aircraft. The nature of law enforcement activities requires some deviations from normal BLM aviation policy. These operations are authorized and outlined in written Memorandum of Understanding (MOU) between the cooperating agencies. Aviation Managers at the State Office and Field Office will be notified/consulted prior to any law enforcement aviation activity.

.29 Passengers. A person aboard an aircraft who does not perform the function of a flight crew member or aircrew member. Only "Official Passengers" are authorized on DOI owned/procured aircraft. Non-Federal passengers when engaged in missions which enhance accomplishment of a Departmental program such as personnel of cooperating state, county or local agencies; representatives of foreign governments; and contractors' representatives to include those employed by such agencies, and private citizens may be considered as AOfficial Passengers@.

.30 Operational Procedures. Except where exempted, all aircraft operations will be carried out in accordance with Department, Bureau and FAA regulations. All employees involved in aircraft operations will be trained and fully qualified in their assigned position. The following handbooks and guides offer preferred technical and operational procedures and should be reviewed/utilized prior to a specific aviation operation or project.

A. AMD Handbooks

- Aviation Life Support Equipment (ALSE), 351 DM 1
- Aviation Mishap Notification/Investigation/Reporting, 352 DM 6
- Aviation Fuel Handling, 351 DM 1
- Aviation Transport of Hazardous Materials, 351 DM 1
- Heliport Installation, 351 DM 1
- Airfreight/Para Cargo, 351 DM 1
- Animal Gathering and Capturing, 351 DM 1
- Animal Eradication and Tagging, 351 DM 1

B. AMD Operational Guides

- Low-Level Flight Operations, 351 DM 1
- Low-Level Flight Operations Pilot Training, 351 DM 1

C. BLM Operational Guides

- Wild Horse and Burro Aviation Operations Guide
- BLM Standards for Fire Operations
- 2005 BLM Aviation Standard Operations Procedures

D. Interagency Operational Guides

- Interagency Air Tanker Base Operations Guide (IATBOG)
- Interagency Aerial Ignition Guide (IAIG)
- Interagency Helicopter Operations Guide (IHOG)
- Interagency Helicopter Rappel Guide
- Interagency Air Tactical Group Supervisor Guide
- Interagency Lead Plane Operations Guide (ILOG)
- Interagency Single Engine Air Tanker Operations Guide
- Interagency Airspace Coordination Guide (IACG)
- Military Use Handbook (Chapter 70)

.30 AVIATION SAFETY AND ACCIDENT PREVENTION

.31 Pilot

A. Qualifications. Only well trained, experienced and FAA certified pilots will be utilized in BLM Aviation activities. All pilots flying DOI owned, leased, contracted or rented (ARA) or Cooperator aircraft will meet requirements set forth in 351 DM 3. Prior to flight a **current** AMD or Interagency Pilot Qualification Card (Exhibit 5) shall be displayed indicating that the pilot is certified to fly the particular aircraft and is qualified to perform the specific mission at hand. **If the card is not current, pilot is not checked off for the mission, or some other problem exists, the flight will not commence until the local Field Office Aviation Manager is notified and the situation remedied.**

B. Flight and Duty Limitations. Pilot flight time and duty time limitations are outlined in DM 351 1.9B. Daily and cumulative flight and duty hours will be monitored, tracked and documented on all DOI fleet, ARA and contract pilots. Aircraft Managers, Pilots and/or Dispatchers will maintain flight and duty logs. SAFECOM reports will be completed and forwarded for all flight and duty infractions. During periods of prolonged heavy aircraft use (intense fire activity) flight and duty may be further limited at management discretion. (Ref. 2005 BLM Aviation Standard Operations Procedures, 5.6)

C. Comfort/Rest. Every effort will be made to ensure that pilots on extended standby or prolonged, extensive flying periods are provided comfortable areas to rest/take breaks/work. This includes adequate shade/air conditioning/heat, toilet facilities, food and water and an atmosphere free of undue noise, activity and stress.

D. Sterile Cockpit. "Limiting communications and actions within the cockpit to only those required for safe maneuvering and traffic separation". This means communications with Dispatch, ground personnel and other aircraft concerning mission information is prohibited. Pilots will be afforded the opportunity to maneuver the aircraft safely at all times without undue physical or mental interference. This is especially important during approach/departure and take-off/landings. **A sterile cockpit will be maintained within 5 miles radius of uncontrolled airports and prior to entry of a controlled airport airspace (i.e., Class B,C,D etc.).** A sterile cockpit will also be maintained during approach, landing, takeoff and departure at remote helispots and airstrips for a time period specified by the pilot. (Ref. 2005 BLM Aviation Standard Operations Procedures, 5.5)

E. Transponder Code. To the extent possible, all aircraft engaged in fire suppression operations will utilize transponder code 1255. (Ref. BLM National Aviation Plan 8.9)

.32 Aircraft Certification. Only aircraft properly equipped, well maintained and FAA/DOI certified will be utilized for BLM aviation missions. All DOI owned, leased, contracted or rented aircraft will be inspected and certified for intended missions under the appropriate CFR/FAR as outlined in 350-354 DM (this includes flights on Cooperator Aircraft).

A. ARA Point-to-Point/High Reconnaissance Flights: Vendor procured and operated aircraft (ARA) conducting only direct flights between airports carrying BLM passengers (above 500' AGL). The FAA has primary responsibility for inspection of these aircraft and technical oversight of the vendor for compliance under CFR Part 135. A written notice issued by AMD or the USFS will be carried aboard the aircraft indicating that the vendor has a current and approved Aircraft Rental Agreement (ARA). Although DOI/USFS has not inspected the aircraft, the notice verifies that the vendor is certified under Part 135. Aircraft without a current AMD/USFS notice should not be utilized.

B. Special Use Flights. DOI aircraft other than described in Section A. above must have a current Aircraft Data Card (Exhibit 6) onboard issued by AMD or USFS. This card certifies that the aircraft has been inspected and approved by either AMD or USFS and meet all FAA and agency equipment and maintenance requirements. If the aircraft doesn't have a card, the card has expired or is not approved for the intended mission ***no flight should occur***.

.33 Mission Planning. All flights will receive a level of planning and risk management commensurate with the complexity and risks involved with the proposed mission. The goal is to reduce personal exposure, reduce/mitigate risks and prevent accidents/incidents. The following requirements also list the first-line person(s) responsible for implementing the requirement.

A. All Flights.

Only essential flights and passengers approved (Management)
Approved pilots and aircraft (Aircraft Flight Manager)
Flight Plans/Flight Following (Pilot/Dispatch)
Pre-flight Inspection/Weight & Balance/Load Calc completed (Pilot)
Mission briefing to pilot and passengers (Aircraft Flight Manager)
Passengers manifested and briefed on aircraft Safety (Aircraft Flight Manager/Pilot)
Safety equipment available and utilized (all)

B. Special Use Flights. (In addition to above)

Special Use Safety Plan Prepared (Aviation Manager/Dispatch)
PPE used by pilot and passengers (Aircraft Flight Manager)
Hazard analysis/mitigation performed (Aviation Manager/Dispatch/Pilot)
Hazard map developed & referred to (Aviation Manager/Dispatch/Pilot)
Airspace de-confliction performed (Dispatch)

.34 Environmental Factors

A. **Daylight**. All DOI aircraft (except aircraft certified for IFR and with IFR rated pilots) are limited to flight during the following time period: 30 minutes prior to official sunrise till 30 minutes after official sunset.

B. **Wind**. Helicopter operations will cease whenever wind exceeds limitations in the aircraft Operators Flight Manual or the Interagency Helicopter Operations Guide (IHOG), whichever is lower. If no limitations are prescribed in the Flight Manual the following IHOG limitations apply:

Low-Level (below 500' AGL):

Type III - 30 knots or max gust spread of 15 knots

Type I & II - 40 knots or max gust spread of 15 knots

High-Level (above 500' AGL):

All types - 50 knot winds

C. **Weather/Visibility**. The pilot must evaluate known and predicted weather conditions prior to flight, avoid thunderstorms and cancel, postpone or terminate flights when weather or visibility conditions warrant it.

.35 Aviation Incident/Accident Response Plans. Field Offices will develop and maintain current Incident/Accident Response Plans for their area of responsibility. Plans will include clear procedures to follow before and after aircraft accidents occur; listing of necessary local, state and national emergency and agency aviation safety contacts.

.36 Overdue/Missing Aircraft. Aggressive attempts to contact/track aircraft that are overdue for radio/telephone check-ins or arrivals will be made by Dispatch offices. Thirty minutes (30) after the last positive check-in, if the aircraft has not been contacted or located, Dispatch will initiate search and rescue actions. Procedures will be outlined in the unit Incident/Accident Response Plan.

.37 Mishap Reporting. All aviation mishaps, hazards, maintenance deficiency, incidents or accidents will be reported according to 352 DM 1 & 6 and the AMD Aviation Mishap Notification/Investigation/Reporting Handbook.

A. **Aircraft Accident/Incidents With Serious Potential**. Reported immediately to National Transportation and Safety Board (NTSB) and AMD. Make required agency notifications outlined in unit Incident/Accident Response Plan. NTSB/AMD will conduct investigation/follow-up.

B. Aircraft Incidents. All mishaps/hazards other than described above. Document on "SAFECON" (Safety Communique, Exhibit 7). Send copies to AMD Safety, BLM National Safety Officer and State Aviation Manager. Follow-up/investigation by Field Office Aviation Manager is discretionary. Follow-up by State Aviation Manager may be requested. (Ref. BLM National Aviation Plan, 7.2.8)

.37 Aviation Training and Qualifications. All personnel engaged in aviation activities, from passengers to upper management, will meet training, re-currency and experience requirements commensurate with their assigned aviation responsibilities. (See OPM 03-04; BLM National aviation Plan-Chapter 5, NWCG-PMS 310-1, BLM Instruction Memorandum (IM) NV-2002-009, IM OF&A 2002-040 and 040.a1 Aviation User Training, Exhibit 9)

A. Instruction. Aviation training will be conducted by personnel approved as Interagency Aviation Trainers, AMD Training Specialists or other approved aviation instructors. Basic and 200 Level aviation courses may be coordinated and presented at the field level. Higher-level aviation training will be requested through the State Office, AMD or NIFC.

B. Documentation. All aviation training sessions presented at the local level will be documented on the IAT website, or on an OAS-106 or similar form, and retained in local files. Individual employee training, qualification and experience records (Exhibit 10) will be updated annually, authorized by the Field Office Aviation Manager, retained in local files and copies forwarded to the State Aviation Manager.

.38 Aviation Reviews. Each Field Office Aviation Program will be reviewed/inspected at least once every two years by the State Aviation Manager or national/regional review teams. Facilities, staffing, aircraft dispatching, administrative and operational procedures will be analyzed for compliance with regulations and safety enhancement. Findings and recommendations will be reported to the Field Office Manager within three months of review. (Ref. BLM National Aviation Plan, 7.2.4)

.40 AVIATION FACILITIES

.41 Operational Bases. Heliports, retardant bases, airport facilities, etc. with permanent installations that are used on a continuous or seasonal basis as a BLM aircraft base of operation. This includes aviation facilities on BLM land and facilities on non-BLM land where BLM has primary responsibility for operations, maintenance and oversight. (Ref. BLM National Aviation Plan, Chapter 10)

A. **Construction and Maintenance.** The size and extent of aviation installations will be commensurate with expected aircraft use at any given site. Design criteria will provide for operational safety as well as adequate work/rest/comfort environment for pilots, aircrew members and other assigned personnel. Facilities will be constructed and maintained according to BLM Manual 9400 and 9111. Field Offices are responsible for purchase/lease, construction, maintenance and utilities relating to aviation facilities.

B. **Safety.** Aviation facilities must comply with safety regulations outlined in Department/Bureau manuals, guides and handbooks as well as the Occupational Safety and Health Act (OSHA). Buildings, equipment, utilities and landing surfaces will be inspected by Field Office Aviation Managers annually to identify maintenance or safety deficiencies. Modifications and repairs will be made prior to the operational season. The State Aviation Manager will inspect aviation facilities at least once every two years.

.42 Temporary Bases. Helispots and remote airstrips used on a temporary or intermittent basis. If not on BLM land, these sites must be pre-approved for use and cataloged as to location, description, local hazards, use procedures/agreements, contacts, etc. Inspections and maintenance will be completed as necessary to meet safety standards.

.50 AVIATION ADMINISTRATION

.51 Aviation References. Each Field Office and the State Office will maintain a current aviation reference library. At a minimum, each office should have:

- Title 14 CFR
- Departmental Manual, Parts 112, 350-354
- AMD Operational Procedures Memoranda (OPMs)
- BLM Manual Sections 9111, 9400-9470
- Federal Aviation Regulations/Aeronautical Information Manual (FAR/AIM)
- OMB Circulars A-76, A-123, A-126
- GSA FPMR 101-37
- AMD, Bureau and Interagency Operational Guides & Required Supplements
- Field Office Aviation Management/Operations Plans
- State Aviation Management Plan
- National Aviation Plan
- Aviation Training Materials
- Aircraft Identification/Performance Publications
- Aviation Technical Assistance Directory

CWN Helicopter/SEAT/Fixed Wing/Retardant Contracts
AP/1A and AP/1B with Western US Planning Charts
AMD Aircraft Source and Pilot List
Unit Aviation Incident/Accident Response Plan
NOAA Sectional Charts
Unit Aerial Hazard Map

.52 Aviation Documentation. Aviation documentation requirements are described in the Aviation Documentation Matrix (Exhibit 10). The importance of accurate, comprehensive flight and administrative records cannot be overemphasized. All documentation should be retained locally for at least two years.

Typical files include:

General Use Flights
SES Flights
Special Use Flights
Contract/ARA Administration Files
Aviation Training and Qualification Records
Aviation Statistical Records
Local Aerial Hazards, Helispots and Airstrip Database
Aviation Incident/Accident Files
Aviation Memorandums/Bulletin/Safety Alert File
Assortment of Aviation Forms (OAS, BLM, etc.)